

06/2022

IRU is the global industry association for road transport, driving the sustainable mobility of people and goods across the planet.

Our organisation in Geneva is looking for a

Junior Project Manager

6 months maternity cover

JOB SUMMARY

Reporting to the Senior Manager – TIR & Transit, the incumbent is responsible for the coordination of all activities related to the assigned projects. The incumbent is also responsible for managing a portfolio of TTS digital projects, ensuring necessary coordination with internal and external stakeholders.

RESPONSIBILITIES

- Manage the TTS project portfolio, ensuring validation of stages of each project, their prioritisation and updates of their status, in coordination with the concerned project and regional managers
- Define, instil and monitor the rules and techniques related to projects ideas, their approval as well as projects phasing
- Ensure close coordination with regional managers, the TTS digitalisation team and all other relevant teams to manage the TTS project portfolio and the assigned projects within this portfolio
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- Prepare story maps translating project needs into technical requirements and share the user stories with the IT Development team
- Prepare necessary communications to members to notify them about any developments related to TIR-EPD and other TIR IT tools.
- Prepare necessary documentation related to TIR IT tools intended for internal and external use
- Ensure handling the reconciliation of data related to the use of transit guarantees

QUALIFICATIONS & EXPERIENCE

- Project management
- Change management experience is a strong asset
- Excellent communication and networking skills is a must
- Fluent in oral and written English; any other language is an asset
- Understanding of logistics and transportation is an asset

COMPETENCIES, SKILLS & BEHAVIOURS

- Drive for results
- Project management skills
- Emotional intelligence: self-awareness, empathy, managing self emotions
- Understand the sense of urgency & drive change
- Commitment to IRU
- Proactively driving IRU agenda both dealing with day to day operations and shaping long term strategic objectives
- Cross-functional collaboration to be successful in a matrix organisation

If you are interested in this exciting opportunity, please send your motivation letter and most recent CV in English.